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NATIONAL FOREIGN ASSESSMENT CENTER

WASHINGTON, D. C. 20505

Director

11 AUG 1980

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MEMORANDUM FOR: Deputy Director Operations
Deputy Director for Administration
Deputy Director for Science and Technology

FROM : Bruce C. Clarke, Jr.
Director, National Foreign Assessment Center

SUBJECT : Internal Dissemination of NFAC Publications

1. The rising cost of paper consumed in the production of intelligence publications makes imperative that we find ways of effecting cost savings when at all possible. One area which needs review is internal dissemination within CIA. While we have no desire to restrict office access to NFAC publications for those who need them, a study of current dissemination lists indicates that internal Agency dissemination is too broad and that some recipients may not require all of the reports they receive.

2. This being the case, I would request that you ask offices and staffs within your directorate to review their internal dissemination requirements to determine if they require the number of copies currently being sent to them or if the number can be reduced or eliminated. In some cases, it may be possible to circulate a single copy of a publication through an office rather than sending multiple copies.

3. Voluntary restraint could obviate the need to cut arbitrarily internal dissemination later as well as provide some savings in our production costs. Please notify OCO/PPG/IDCD [REDACTED] of any reductions that can be STATINTL made in NFAC dissemination.

[REDACTED]

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